

GRS Update Proposal

Hazardous waste disposal records (GRS-631)

Proposed Updated Schedule (updates in magenta)

Title

Hazardous **household** waste disposal **records** (GRS-631)

Description

These **records** document the disposal of **hazardous household waste including** empty chemical containers at **disposal facilities**. **Records may include hazardous household waste (HHW) manifests, hazardous waste disposal reports, and other documentation of household hazardous waste disposal.**

Retention and Disposition

Retain for 3 years, and then destroy records.

Context and Reasoning for Update

This update is intended to adapt an old county schedule to new reporting practices regarding hazardous household waste. Hazardous household waste (HHW) is a particular subset of items disposed of at county and private facilities (see <https://slco.org/health/household-hazardous-waste/>) . Juli McIntosh, Executive Assistant and Special Waste Coordinator at Wasatch Integrated Waste Management District, pointed out that this schedule as it currently exists does not quite cover the HHW manifests her agency generates as part of its HHW collection program. We are suggesting, then, an update that includes the older Hazardous waste disposal reports, HHW manifests, and other documentation of HHW disposal. We are looking to update other schedules related to waste disposal--if your agency deals with or has needs regarding waste disposal-related records, we would love to hear from you.

Current Schedule

Title

Hazardous waste disposal reports (GRS-631)

Description

These reports document the disposal of empty chemical containers at the county landfill. These reports includes the Environmental Protection Agency identification numbers, name, address, phone number of the district, date shipped, Department of Transportation shipping description, hazard class, quantity, units, container type, immediate response information, special handling instructions, drivers signature, and dates.

Retention and Disposition

Retain for 3 years, and then destroy records.